

REQUEST FOR PROPOSALS

The City of Newport is requesting proposals from qualified consultants for funding application preparation, environmental assessment and project management services for economic development projects to be assisted with Community Development Block Grant funds from the Kentucky Department for Local Government.

Proposals must be submitted to: City Clerk Amy Able at:

City of Newport
998 Monmouth Street
Newport, Kentucky 41071

The deadline for submission of proposals is 4:00 pm EST, March 11, 2015.

Any qualified firm or individual interested in offering these services may obtain a copy of the Request For Proposals information by calling the City of Newport at 859-292-3668 and speaking with City Clerk Amy Able. The hearing and/or speech-impaired may call 1-800-648-6057 and an interpreter will call the City for you.

The offeror's attention is called to the requirements as to conditions of employment under this Request for Proposals, including Section 3 of the 1968 Housing Act, Segregated Facilities, Section 109 of the 1974 Housing and Community Development Act, Executive Order 11246 and Title VI.

The City of Newport reserves the right to reject any and all proposals received. The City of Newport is an Equal Opportunity Employer. WBE and MBE firms are encouraged to respond to this Request for Proposals.

EXHIBIT 1

Consultant Minimum Qualifications

- A. Individual assigned to prepare the CDBG application documents must have previously prepared no less than ten (10) successful CDBG applications.
- B. Individual to serve as Project Administrator must have been extensively involved in the management of at least ten (10) prior CDBG projects and must be certified as a Grant Administrator by the Department for Local Government.
- C. Project Administrator must submit references as to the firm's professional qualifications from a minimum of five (5) prior clients.

EXHIBIT 2

Scope of Services

The following activities represent the major tasks involved in the preparation of applications for Community Development Block Grant funds. The selected consultant shall be responsible for completion of all documents and provision of all information requested in the standard application documents provided by the Kentucky Department for Local Government (DLG).

Such work shall include, but, not be limited to:

- (1) Preparation of Project Profile and Overview forms.
- (2) Preparation of a program narrative statement including the following:
 - Description of the applicant's development needs to be served;
 - Description of activities to be carried out and an estimate of the cost;
 - Description of impact the activity will have on the identified problem;
 - Statement of the percent of requested funds to benefit low and moderate income persons;
 - Information needed to respond Department for Local Government questions.
- (3) Preparation of maps which identify the location of proposed activities and their relation to locations of other community facilities.
- (4) Preparation of a resolution authorizing submission of application documents to DLG.
- (5) Arranging and attending public hearings related to the proposed project.
- (6) Preparation and distribution of pre-application package to the Kentucky State Clearinghouse.
- (7) Completion of household income survey of project beneficiaries, if required.
- (8) Completion of other appropriate and necessary tasks including preparation of applications for non-CDBG funding sources related to the preparation of a complete application package will be performed at the request of the applicant.

If funding is successfully obtained, the selected consultant may be required to perform any or all of the following functions:

...
Preparation of an ENVIRONMENTAL REVIEW RECORD to include the following:

- Description of existing environmental conditions in the project area.
- Identification and examination of potential project environmental impact.
- Examination of project modifications and/or alternatives.
- Determine and document the level of environmental clearance finding.
- Prepare appropriate and necessary legal notices and publish as required.
- Completion of other activities required to obtain a release of funds from DLG.

The Consultant shall not be required to complete an Environmental Impact Statement without additional compensation for such work.

EXHIBIT 2- continued

Scope of Services

The following MANAGEMENT AND PROJECT COORDINATION activities will be required of the consultant:

- (1) Assist the City in meeting equal opportunity, citizen participation, and fair housing requirements for participation in the CDBG program, including preparation of any required Section 3, Affirmative Action and 504 Plans.
- (2) Assist the City in meeting financial, administration, and bookkeeping requirements of the program, including preparation and submission of requests for payment.
- (3) Assist the City in meeting record keeping requirements of the program, including the establishment and maintenance of a filing system in compliance with Federal, state and local requirements.
- (4) Assist the City in contract administration and monitoring requirements of the program, including enforcement of labor standards and conducting preconstruction conferences as required.
- (5) Furnish the City with forms required for implementation of the project activities included in the application.
- (6) Furnish staff necessary to carry out project management activities, including acquisition, relocation, housing rehabilitation and demolition, if required.
- (7) Furnish staff training necessary to carry out project activities.
- (8) Assist the City in meeting all requirements related to handicapped accessibility.
- (9) Assist the City in the management and closeout of any non-CDBG funding sources.
- (10) Prepare reports required by the State to complete the program.

EXHIBIT 3

Consultant Rating System

(1) Consultant Experience in Obtaining CDBG Awards

- A. Consultant demonstrates superior knowledge and experience in obtaining CDBG awards. Superior knowledge is demonstrated by having secured at least twenty (20) such awards, with at least five (5) projects having received CDBG funding from each of the following CDBG Program allocations: Housing, Public Facilities, Community Facilities and Economic Development.
- 25 POINTS
- B. Consultant demonstrates acceptable levels of knowledge and experience. Acceptable knowledge is demonstrated by having secured at least twelve (12) CDBG awards, with at having three (3) projects having received CDBG funding from each of the following CDBG Program allocations: Housing, Public Facilities, Community Facilities and Economic Development.
- 10 POINTS
- C. Consultant has limited experience having secured less than twelve (12) CDBG awards or fewer than three (3) projects having been received from any of these CDBG allocations: Housing, Public Facilities, Community Facilities and Economic Development.
- 0 POINTS

(2) Consultant Knowledge and Experience in Management of Housing Rehab and Housing Development Projects

- A. Consultant demonstrates superior knowledge and experience in CDBG program management having successfully managed and closed at least five (5) projects funded from each of these CDBG allocations: Housing, Public Facilities, Community Facilities and Economic Development.
- 25 POINTS
- B. Consultant demonstrates an acceptable level of knowledge and experience in CDBG program management, having managed and closed at least three (3) projects funded from each of these CDBG allocations: Housing, Public Facilities, Community Facilities and Economic Development.
- 10 POINTS
- C. Consultant has limited experience and knowledge, having managed and closed CDBG-funded projects, but, has managed and closed fewer than three (3) projects funded from each of these CDBG allocations: Housing, Public Facilities, Community Facilities and Economic Development.
- 5 POINTS

(3) Cost

- A. Consultant's fees are the lowest proposed, are within 25% of the lowest submitted, or, are deemed reasonable due to consultant's experience.
- 25 POINTS
- B. Consultant's fees are excessive relative to other offerors.
- 0 POINTS

EXHIBIT 3 - continued

Consultant Rating System

(4) Knowledge and Experience in the Local Context

- A. Consultant has demonstrated competence on prior CDBG-funded projects in Newport and Campbell County has first-hand knowledge regarding the project favored by the City for its CDBG application submissions and has prior experience in implementation of CDBG-funded projects which utilized not-for-profit developers.

25 POINTS

- B. Consultant has limited knowledge of local development needs and/or has limited experience in work with not-for-profit developers.

10 POINTS

- C. Consultant has demonstrates no knowledge of the local context.

5 POINTS

TIE BREAKER

Rate the overall quality of the proposal on a scale of one (1) to twenty-five (25), with twenty-five (25) being the highest possible score.